



AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



MEETING SPACE RENTAL WASHINGTON, D.C.



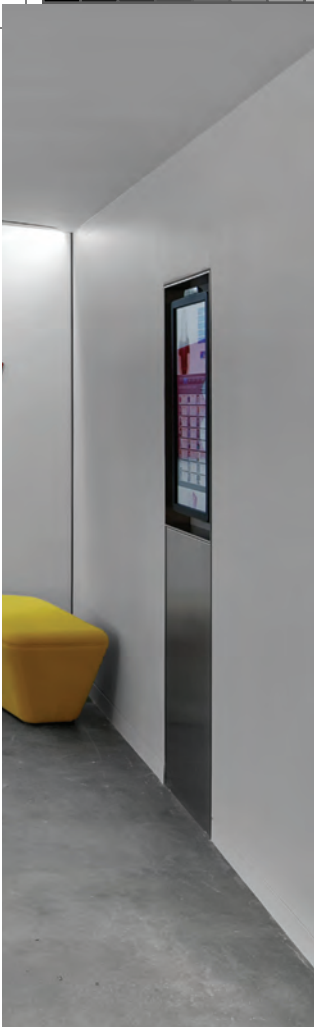


WELCOME TO ONE OF THE MOST INNOVATIVE OFFICE SPACES IN THE NATION









The American Society of Interior Designers (ASID) Headquarters, located at 1152 15th Street, N.W. in Washington D.C., is a living laboratory for the impact of design on health and wellness in the built environment. The office is designed with health, wellness, well-being, and sustainability as its top priorities. The ASID Headquarters recently received a LEED Platinum rating, the highest level of recognition by the U.S. Green Building Council. Additionally, the Society has applied for and expects to receive WELL certification.

**ASID EXTENDS AN INVITATION TO
HOLD YOUR NEXT MEETING OR
EVENT IN OUR NEW OFFICE SPACE.**







MAIN CONFERENCE ROOM CAPACITY AND SPECIFICATIONS

The Main Conference Room is a glass enclosed workspace with a wall of north facing windows. This space can be set up in boardroom, theater, or classroom style. If set up in theater style, the room can seat up to 60, and chair rental is required.

The Bernhardt conference room table seats 18 people comfortably and includes HDMI connectivity to a 68" LG Energy Star Smart TV and independent power outlets around the table.

The Main Conference Room also has a large Sherwin Williams dry-erase wall for note taking, written demonstrations, and brainstorming.

Two large Bernhardt credenzas provide a convenient location for catering set up.

With a LogiSon™ Acoustic Network Sound Masking System, Lutron Quantum® Total Light Management™ system, and Lutron Automated Shading with Hyperion™ Solar Adaptive Software, you can rest assured that this meeting space will provide a comfortable and distraction free atmosphere for your event.

The rental includes the Main Conference Room and Café only.



CONFERENCE ROOM AV

68" LG Energy Star TV

Wireless Internet Connection

Polycom Telephone

HDMI Connectivity



AVAILABILITY AND SCHEDULING

The Main Conference Room is available Monday – Friday,
8 a.m. – 8 p.m. We accept half-day and full-day reservations.

PLEASE SEND RESERVATION AND TOUR REQUESTS TO RENTAL@ASID.ORG.

Please provide the following information when requesting
your reservation:

- Organization Name
- Date, Time, Duration, and Purpose of Meeting
- Contact First and Last Name
- Mobile Phone Number
- Office Phone Number
- Catering Needs
- Loading Dock/Freight Elevator Needs

Meeting reservations will be tentatively accepted and
a contract will be sent to the meeting organizer. The
contract must be signed and returned with the required
deposit. The reservation is final and confirmed once all
parties have signed the contract and the deposit has been
received. Full payment is due on the date of the event.
Deposits are non-refundable.



RATES

Half-Day (4 hours): \$400.00

Full-Day (8 hours): \$800.00

Catering: \$100 service fee plus
the cost of food and drink

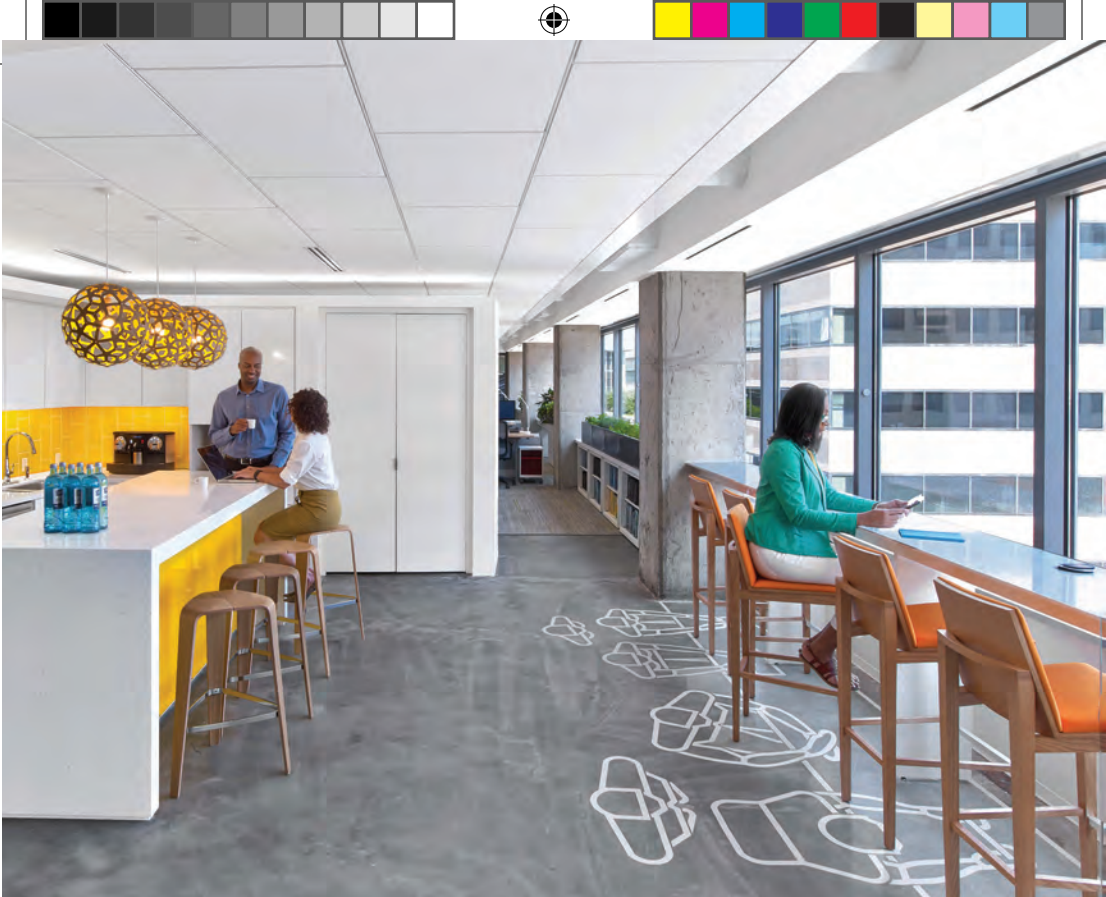
CANCELLATION POLICY

Reservations may be canceled at no
charge up to 10 business days prior to
the event. Organizations that cancel
reservations less than 10 business days
prior will be charged the full rental rate.



SCHEDULE A TOUR TODAY – EMAIL RENTAL@ASID.ORG





CATERING

In alignment with the WELL Building Standard of Nourishment, ASID encourages catering to follow healthy living standards. Catering requests should be directed to rental@asid.org.

ASID does not provide additional staff, catering, or beverage service. You may use our onsite kitchen facilities for meal set up only.

Dishes and silverware must be ordered as part of catering services. If serving alcohol, it must be supplied by the catering company along with liability for the alcohol.

MEETINGS THAT DO NOT INCLUDE CATERING

ASID will make filtered water, ice, and glassware available to attendees. Coffee and tea service is not included. Two coffee shops, Peets Coffee and Bean and Bite, provide quick access to coffee and tea.



ADDITIONAL INFORMATION

SHIPPING INFORMATION

Meeting materials can be shipped to the American Society of Interior Designers, 1152 15th St., N.W., Suite 910, Washington, D.C. 20005. Please include the meeting contact person and the organization name on your shipping label.

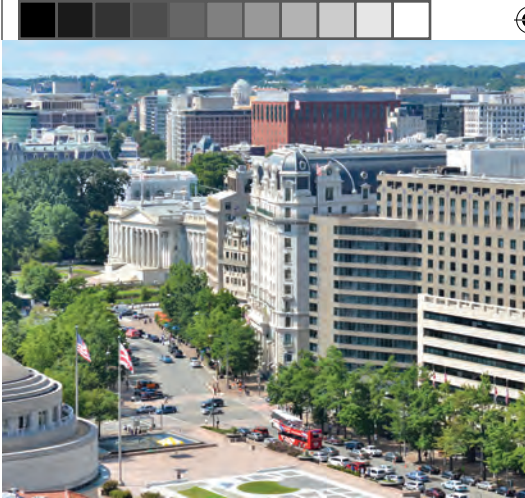
SECURITY

The room reservation will include the use of one security card to be returned upon completion of rental. There will be a \$25 fee for non-returned access cards.

INCLEMENT WEATHER POLICY

ASID follows the Federal government's policy on closing due to inclement weather. If for any reason the Federal government decides to close, ASID will also close and all scheduled events will be canceled. Payments will be fully refunded.





PARKING

There are several paid parking garages on 15th St., N.W. within one block of ASID Headquarters. Parking is also available beneath ASID Headquarters in the Columbia Center building. The average full-day price to park is \$11-\$16. Metered street parking is also available. Additionally, ASID is within three blocks of the Farragut North, Farragut West, and McPherson Square Metro stations.

HOTEL ACCOMMODATIONS

W Washington, D.C.	515 15th St., N.W.
Loews Madison Hotel	1177 15th St., N.W.
Sofitel Lafayette Square	806 15th St., N.W.
Capital Hilton	1001 16th St., N.W.
The St. Regis	923 16th St., N.W.
Hyatt Place	1522 K St., N.W.
Kimpton Rouge Hotel	1315 16th St., N.W.
Kimpton Donovan Hotel	1155 14th St., N.W.
Kimpton Mason and Rook Hotel	1430 Rhode Island Ave., N.W.



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1152 15th Street N.W., Suite 910
Washington, D.C. 20005
202-546-3480 | asid.org

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MEETING SPACE RENTAL CATERING REQUEST FORM



EVENT INFORMATION

Name of Function _____

Date of Function _____ Start Time of Function _____ End Time of Function _____

Number of Attendees _____

Contact Name _____ Contact Phone Number _____

Contact Email _____

ASID is happy to coordinate food & beverage requirements for your event. Please use our simple meal planning guide below to provide general information about your preferences. ASID will work with you personally to develop the ideal menu options based on your selections.

MEAL SELECTION

Proposed Budget for Meal \$ _____
or price per person

Select all that apply and note number of guests for each meal:

☐ A.M. Snack _____

☐ P.M. Snack _____

☐ Continental Breakfast _____

☐ Hot Breakfast _____

☐ Cold Lunch _____

☐ Hot Lunch _____

☐ Full Dinner _____

☐ Reception Appetizers _____

Select all that apply and note number of guests for each meal:

☐ Vegetarian _____

☐ Vegan _____

☐ Gluten Free _____

☐ Lactose Free / Dairy Free _____

☐ Other _____

FOOD ALLERGIES

Please note any food allergies below:

☐ Peanut-free _____

☐ Gluten-free _____

☐ Lactose-free _____

☐ Egg-free _____

☐ Vegan _____

☐ Vegetarian _____

BEVERAGE SELECTION

Proposed Budget for Beverages \$ _____

Select all that apply and note number of guests for each
beverage need:

☐ Coffee / Tea Service _____

☐ Juices / Sodas _____

☐ Wine / Beer _____

☐ Liquor _____